

TITLE: Administrative Assistant to the Vice President of Fiscal Affairs

DEPARTMENT/DIVISION: Fiscal Affairs

REPORTS TO: Vice President of Fiscal Affairs

CLASSIFICATION: Classified

SALARY RANGE: \$31,000 - \$32,000, based on education and experience

POSITION SUMMARY

The Administrative Assistant to the Vice President of Financial Affairs (VPFA) will assist in all aspects of Fiscal Affairs. The Fiscal Affairs department includes Financial Aid, Advising, Bookstore, and all campus grant programs (state and federal). In addition, the Administrative Assistant will assist the Director of Maintenance with requisitions, purchase orders and purchases as needed. The assistant will be cross trained in other areas to help in the absence of other employees. Some areas of cross training might include students accounts, bookstore sales, etc.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides administrative assistance to the VPFA, including responsibilities such as managing calendars, composing correspondence, editing presentations, preparing reports, room preparation for meetings and handling travel arrangements.
- Oversees the day-to-day activities of the office; develops procedures and systems that ensure productive and efficient office operation.
- Answers and manages incoming calls to Fiscal Affairs.
- Coordinates a wide variety of projects such as department meetings, events and schedules.
- Completes requisitions for the Business Office, Maintenance and other Fiscal Affairs departments as needed, as well as helps other departments with requisitions.
- Oversees and coordinates motor pool reservations.
- Manages both physical and electronic filing systems of Fiscal Affairs documents, such as contracts, agreements and historical documents.
- Orders and maintains office supplies for the Business Office.
- Provides assistance to other Fiscal Affairs departments (Cashiers, Bookstore, etc.) when needed.
- Handles confidential information with tact and discretion.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Minimum of an associate degree or two years' experience in a business/cashier office or related area preferred.
- Must be able to assemble, evaluate, and draw reasonable and logical conclusions from appropriate data, and take responsible resulting actions.
- Knowledge and skills required in fulfilling the responsibilities of this position include the ability to understand and input information into the Student Billing module of the Jenzabar EX accounting system and the deposit module of the PeopleSoft program.
- Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.
- Exceptional skill in dealing with a diverse population, in a variety of situations.
- Strong organizational, time management, and oral and written communication skills, including the ability to greet and host campus administrators, faculty, students, and guests.
- Must be able to work flexible and/or extended hours during peak times of the academic year, including some Saturdays.
- Enthusiastic, dependable, customer service oriented and self-motivating.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **February 19, 2024** are assured of receiving full consideration. Salary is \$31,000 - \$32,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. The filling of this position is contingent on the budget.

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

Email all documents to: HR@sscok.edu

or

*SSC in an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted February 2, 2024